



# NC Wing Education and Training Newsletter July 2024



I am pleased to announce that Maj Chad Hooper will be the next NC Wing Director of Education and Training. The transition will take place later this month. Maj Hooper has been involved in CAP Education and Training over the past ten years. He has been on our Wing Education and Training staff since 2015, holding both the director and assistant director positions. We are very excited that he is willing to take the reins once again. I personally thank Maj Hooper for all he continues to do for our members in Education and Training and for serving successfully as the Group 4 Commander, among the many other varied hats he wears. Please welcome him to his new position when you get the opportunity.

I plan to continue to contribute to the E&T team as an assistant director. Thank you all for your support over the past four-plus years as we have navigated Education and Training together. Keep learning!!

*Lt Col Kathy Nicholas, NC Wing Director of Education and Training*

**In This Edition**

- Education and Training Awards
- NC Wing Emergency Services
- Absorb Update & Training Materials
- Reading Professional Levels – Part 3
- CAP Health – Electronic Health Record
- NC Wing Unit Citation Award
- Updates to Regs, Pamphlets, Forms, etc.
- CPR and First Aid – 13 July
- NC Wing SAR – 10-11 August
- 2024 National Conference – 15-17 Aug
- NESA G2300 Class – 23-25 August
- National Training Leaders of Cadets
- Aircrew Tool WingX

## Education and Training Program Level Completions in June

### Level I Member



- NC-019 SM Craig Kirkpatrick Jr, SM Brandon Tran, SM Lori Williams
- NC-022 SM Timothy Keesling
- NC-023 SM Cuan Akai, SM Kelly Edwards, SM Kevin Roth
- NC-031 SM Aaron Scogin
- NC-048 SM Richard Shores, SM Robert Williams
- NC-055 SM Timothy Burget
- NC-057 SM Noah Haas
- NC-070 SM William Roberts, SM Nicole Robertson
- NC-107 SM Enrique Cisneros
- NC-111 SM Jonathan Wallace, SM Joseph Whitney
- NC-126 SM Samuel Robinson
- NC-153 SM Lisa Crenshaw
- NC-170 SM Stacey Baumgard, SM Slade Suchecki
- NC-300 SM Tracy McGarity

### Level II Davis

- NC-024 1st Lt Keveana Carter
- NC-024 1st Lt Thomas Mintz
- NC-024 1st Lt Andrew Rosner
- NC-079 2d Lt George Horton
- NC-121 Maj Debasish Banerjee
- NC-143 TSgt Jeremy Franks
- NC-160 SM Braylynn Hebner
- No Davis Award Ribbon – Leadership Ribbon for Tech rating

### Yeager Award



- NC-007 SM Ronnie McCormack Jr
- NC-019 SM Victoria Acker, 2d Lt Ellen Major, SM Brandon Tran
- NC-022 1st Lt Cooper Morton
- NC-023 SM Cuan Akai, Capt Tom Gardiner, SM Kevin Roth
- NC-024 1st Lt Keeana Carter
- NC-048 SM Valeriy Cherkashin, SM Robert Williams
- NC-057 Noah Haas
- NC-079 SM Joshua Armstrong
- NC-111 1st Lt Isabella Ross
- NC-143 2d Lt Lee Smith
- NC-170 SM Stacey Baumgard

### Level III Loening



- NC-107 Capt Gerald Underwood Jr

### Level IV Garber



- NC-019 SM Merlin Phillips
- NC-024 Maj Ziad Nazif

### Level V Wilson



- NC-019 Maj David Hartman

## Specialty Track Ratings Achieved in June

Administration Master Rating – Lt Col Daniel Guadalupe, NC-005  
Aerospace Education Senior Rating – 1st Lt Yelena McManaman, NC-048  
SM Gerald Underwood Jr, NC-107  
Aerospace Education Technician Rating – 1st Lt Thomas Mintz, NC-024  
Character Development Technician Rating – 2d Lt William Mellick Jr, NC-022  
Command Senior Rating – Lt Col Carlisle Lincoln, NC-011  
Emergency Services Master Rating - 1st Lt Stephen Beal, NC-057  
Emergency Services Technician Rating – Lt Col John Phillips, NC-023  
Finance Master Rating – Maj Robert MacPherson, NC-082  
Finance Technician Rating – Maj Debasish Banerjee, NC-121  
TSgt Jeremy Franks, NC-143  
Health Services Technician Rating – 2d Lt Taylor Scism, NC-150  
Logistics Technician Rating – 2d Lt Jennifer Kilty, NC-170  
Professional Development Technician Rating – 1st Lt Ian Barnes, NC-307  
1st Lt Thomas Mintz, NC-024  
Standards and Evaluations Senior Rating – Lt Col Jeffrey Farkas, NC-023

## Congratulations on Completing Commander's Courses in June

Group Commander's Course – Capt Brent Wooters, NC-070

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## Education and Training Program

### NC Wing Emergency Services

*By Maj Matthew Chirik, NC Wing Director of Emergency Services*

Emergency Services is one of Civil Air Patrol's core missions and one that we are proud to maintain a standard of excellence for in the North Carolina Wing. Our incident command staff personnel, ground teams, and aircrews are regarded as some of the most proficient and professional in the nation. This is largely due to our high ops temp of training and real-world mission. On the training side, we place a high priority on well-funded and realistic scenarios, utilizing subject matter experts in each field on the Wing Emergency Services staff. Due to our close relationship with North Carolina Wing Emergency Management, we also receive a much higher number of SAR missions than most other CAP Wings. Being a coastal state, we also have a higher frequency of disaster relief missions. This high frequency of real-world events leads to a great deal of opportunity for experience for our members.



As Director of Emergency Services, I am privileged to lead our fantastic Wing Emergency Services team. This position is responsible for the overall coordination and execution of the ES mission in North Carolina. A typical week includes regular interface with our state and county emergency management partners and coordination with the wing and group emergency services staff. This position requires an ability to strategically plan for the future while managing professional standards among a very diverse group of volunteers. Utilizing members with unique talents from all walks of life to assist in the growth and development of our program is the key to success. The priorities of this position can be summed up with one of my favorite quotes: "Mission First, People Always." We need to be constantly prepared to answer the call for service while ensuring that we are developing and taking care of our own.

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## Absorb Update and Training Materials

The Absorb launch date has been delayed until later this month, allowing the vendor to perform additional work on the transfer of information and ensure compatibility with member records. Look for the announcement in the upcoming 16 July PROPS for an update and new launch date.



### ABSORB LMS

Your Education and Training wing staff held training for ETOs and commanders on 19 June and the general senior membership on 20 June. If you were not able to attend, the recording has been posted to the [NC Wing Education and Training Resources](#) webpage for your review. The recording will introduce you to Absorb. It shows how to navigate in Absorb, the dashboard, catalog, transcript, work in the Volunteer University modules, and more. The guides sent out by National are also posted on the Resources webpage. Once again, we are attaching to the email this newsletter the guides from National. There is an Absorb User Guide, VolU Student Guide, Absorb Cadet Guide, and Absorb FAQs.

We request all members familiarize themselves with Absorb before it goes live later this month.

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## Reading Professional Levels Screens – Part 3

We are continuing a series on how to read the Professional Levels screens. This series provides information on what you are viewing. For instructions on how to access Professional Levels see Part 1 in the May Newsletter. Part 2 is in June’s newsletter, which contains information on submitting a Level for approval and explains the Pending and Approval boxes. This month, we’ll continue with two other items: identifying the letter “I” in the gold circle and uploading documentation for required items. Documentation of attending two conferences is required for Level III. Another documentation requirement for Level III is mentoring a member through Level I. All documentation requires validation.

\*Note - If the screenshot below is too small to read, increase the size of the document from 100% to read it better.

Example for Level III: Documentation for Mentoring a Member Through Level I

Step 1 – Access Professional Levels. In eServices, click on Menu → Professional Development → Professional Levels

Step 2 – Under Accomplishments, click on Professional Levels

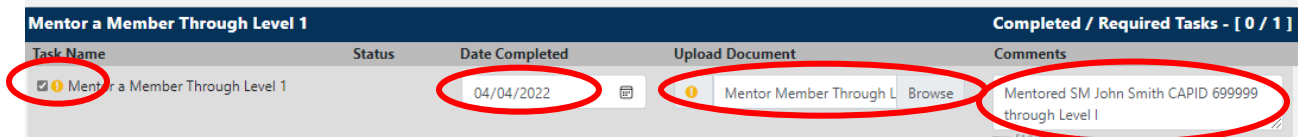
Step 3 – Under Select Level, click on Level III. If you are not working in Level III yet (only working in Level II), save the document to your computer to upload to Level 3 Professional Levels when you have access.

Step 4—Scroll down to Mentor a Member Through Level I. The box next to the Gold Circle\* MUST be checked. In “Date Completed,” enter the completion date, and in the Comments box, enter information to help the validator.

\*The Gold Circle with the letter “I” indicates documentation must be uploaded

Step 5 – Upload the document from your computer. This can be a letter of memorandum or other validated documentation. It cannot just be a screenshot of the mentee’s Level I completion in eServices.

Step 6 – Click on the Submit button at the bottom of the page



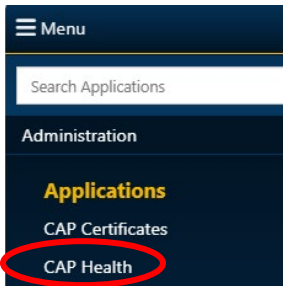
Task Name	Status	Date Completed	Upload Document	Comments
<input checked="" type="checkbox"/> Mentor a Member Through Level 1		04/04/2022	<input type="button" value="Mentor Member Through L... Browse"/>	Mentored SM John Smith CAPID 699999 through Level I

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## CAP Health – New Electronic Health Record

If you missed the article in PROPS published on 18 June, click [here](#). In PROPS, NC Wing’s Lt Col Stephen Leighton, CAP’s Health Services Senior Program Manager talks about the CAP Health specially designed electronic health record. “It is intended to organize everything within a secure framework to protect personal

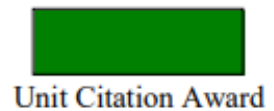
health information and to allow access only to commanders and health services officers assigned to CAP events for the duration of the event.” CAP Health integrates the contents of existing forms, including CAP Form 160 and CAP Form 161, as well as new forms under development associated with the new Health Services regulation currently in review. In addition, it will track cadet medication administration, members’ allergies (medications, food, and environmental), and special accommodations. If a member must be referred outside the event for medical care, CAP Health can produce a summary to hand or send to emergency medical services (EMS), or medical facilities/providers. CAP Health uses the same security processes recommended for systems that must comply with the U.S. Department of Health and Human Services’ Health Insurance Portability and Accountability Act (HIPAA).



“This is an opportunity to move beyond the pen-and-paper documentation we have been using for years, with a system that will grow with Civil Air Patrol and allow better health management of medications, illnesses, and injuries,” Leighton said. Please take a look at this new system, which is available on eServices, under the Administration submenu in the upper left corner of the landing page. CAP Health is the second entry down. “Each member has their own account, and you can look at the information already there and add more to it whenever you please,” Lt Col Leighton said.

## NC Wing Unit Citation Award

At the North Carolina Wing's annual conference in March, the NC Wing received the Unit Citation Award from CAP National Headquarters for the period of 8 February 2020 to 16 October 2022. All senior members and cadets who were active members during this time period are eligible to wear the Unit Citation Ribbon.



If you have previously been eligible for this award, the information below is from CAPR 39-3 Award of CAP Medals, Ribbons, and Certificates, Section A 6.b. Repetitive Awards:

Subsequent awards of the same decoration or ribbon are denoted by the CAP bronze triangular clasp, worn on the ribbon of the original award. A CAP silver triangular clasp is equivalent to, and is worn in place of, five bronze clasps. Silver clasps are placed to the wearer’s right side of a bronze clasp. A maximum of four devices may be worn on any ribbon unless otherwise stated in this regulation. When the number of devices exceeds the authorized maximum, a second ribbon is worn to the wearer’s left of the initial ribbon. The second ribbon counts as one subsequent award. When future awards reduce the devices to a single ribbon, the second ribbon will be removed.

The award documentation is attached to this email. Please save it in your personnel file to support wearing the Unit Citation Award Ribbon.

## How Do I...

The "How Do I" section contains items and tips that will help members navigate eServices, find information and provide "I didn't know that" items.

### How Do I Find Updates to Regulations, Pamphlets, Standards, and Forms?

It only takes a few minutes each month to see if there are any changes to CAP regulations, pamphlets, standards, and forms. On the main CAP website, <https://www.gocivilairpatrol.com>, click on Members and then choose Publication Library. The main four areas you will want to look at are listed on the left side of the page. If you click on Interim Change Letters (ICL), the most recent changes are listed at the top of that page. An ICL is published to change items in a regulation without the entire regulation being republished. The update has gone into effect and will appear in the body of the

MEMBERS
<b>Publication Library</b>
Indexes, Regulations and Manuals
Pamphlets
Standards
Forms
Interim Change Letters

regulation when republished later. Check out these changes since our last notification article in the December 2023 newsletter.

**Pamphlets:**

- CAPP 4 Event Planning Guide
- CAPP 40-80 Chaplain Corps Handbook and Specialty Track Guide
- CAPP 60-18 Positive Youth Development Glossary
- CAPP 60-43 Cadet Wings Guide
- CAPP 201 Public Affairs Officer Specialty Track Guide

**Standards:**

- CAPS 71-4 AFAM-approved Proficiency Flight Profiles

**Forms:**

- CAPF 60-81 Application for Encampment
- CAPF 80-1 Application for CAP Chaplain Appointment
- CAPF 80-2 Application for CAP Character Development Instructor Appointment
- CAPF 105 and 105A CAP Radio Message Form

**Interim Change Letters:**

- ICL 24-01 - R70-01 CAP Flight Management
- ICL 24-02 - R60-2 Cadet Protection Program

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## Other Learning and Training Opportunities

This section lists other training resources, both inside and outside of Civil Air Patrol, that will increase your knowledge and enhance your skills.

### CPR and First Aid Course –13 July

The Burlington Composite Squadron is holding an American Heart Association CPR course on 13 July at NC Wing Headquarters, Burlington, from 0900 to 1500. The course will include how to correctly perform CPR on an adult, child, and infant. Basic first aid will also be covered. This will meet the requirements for Ground Team Member qualifications. If interested, please register at the link below.

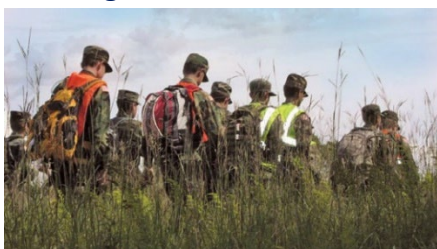


The cost is only for supplies. This includes a CPR/First Aid Card valid for two years, Pocket Mask, and lunch. AHA offers a reduced price for members who are in the K-12 school system. The cost for K-12 Students/Teachers using their NC school system email address is \$20. The cost for everyone else is \$35.

The registration deadline is 15 June. To register for the July class, click <https://forms.office.com/r/R030ayTCvR>. Please contact Maj Jordan Crawford at [Jordan.Crawford@ncwgcav.org](mailto:Jordan.Crawford@ncwgcav.org) with any questions.

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### NC Wing Search and Rescue Exercise – 10-11 Aug



A wing-wide SAREX will be conducted the weekend of August 10-11, 2024. This will be a single large statewide search scenario to test NCWG's response capabilities to large-scale incidents and interoperability capabilities. The command post will be located at NC Wing Headquarters in Burlington, NC. Members attending for the weekend (Friday night arrival will be permitted) will be permitted to camp on the property or possibly stay in the building. Space is

somewhat limited, so it will be on a first-come, first-served basis. Teams will also have opportunities to deploy from their home base for single-day taskings. Aircrews and incident staff will have the same options.

We welcome all members in training status regardless of team composition. This maximizes participation and simulates how we would combine incomplete teams in a real-world incident.

Members of the Wing ES Training team will provide classroom and field-based skills training and "back to the basics" training for ground teams all day at the SAREX for teams in staging between taskings. As announced by Wing Transportation, there will be a mandatory pre-compliance inspection for all COVs at the SAREX. To end the day, your Wing Command and ES teams will be grilling some delicious food to show their appreciation for our awesome members in this wing.

Please click [Ground Team Sign Up](#) to register and continue to look for emails from Maj Matt Chirik for additional details about the weekend exercise. To register to participate, click NCWG Ground Team Initial Signup. Members interested in taking leadership roles on the incident staff can contact Maj Matt Chirik, NC Wing Director of Emergency Services, at 267-897-0879, [mchirik@cap.gov](mailto:mchirik@cap.gov).

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### 2024 Civil Air Patrol National Conference – 15-17 August

Registration for the [Civil Air Patrol Annual National Conference](#), which will be held this year at the Marriott Rivercenter on the River Walk in San Antonio, is now open. Members will come together to Connect, Collaborate, and Celebrate! The pre-conference sessions *Instructional Techniques for CAP & the Community*, *Health Services Update & Summit*, *FEMA 191 ICS/EM Ops Center Interface*, and *G-1000 Learning Session* are available to book for 15 Aug and have a nominal fee.



The conference will include discovery sessions, learning labs, exciting keynotes, and a collaboration and social space dubbed 'The Hangar.' It will also include national awards and a Saturday Night Commander's Reception. This year, Brig Gen Regena Aye will assume command from Maj Gen Edward Phelka, our current national commander. Click [Information](#) for costs and a list of Speakers. Click [Learning Sessions](#) for a full list of the 2024 sessions offered at the conference.

Click [Registration to secure your spot](#). The San Antonio Marriott Rivercenter on the River Walk offers discounted conference rates. Click [here](#) to book your stay. The hotel is just a short walk to the Alamo and the famous San Antonio Riverwalk. I look forward to seeing you there!

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### NESA Mobile Team Training G-2300 Class – 23-25 August



The National Emergency Services Academy (NESA) Mobile Training Team is hosting a virtual G-2300 class from 23 to 25 August. The prerequisites to attend this class are IS100, IS700, IS800, & IS2200. All students must have completed CAP level 1 and General Emergency Services (GES). Attendance at all classes is required. All students must have a PC, laptop, or iPad with audio and video capability. Cadets 16 years old and older may apply if they are in a training program that requires this course.

To register, send the application included in Col Jack Ozer's email dated 13 June to Lt Col Deborah Ozer at [dozer@ner.cap.gov](mailto:dozer@ner.cap.gov). If you did not receive the email, contact Col Ozer at [jozer@mar.cap.gov](mailto:jozer@mar.cap.gov) or Lt Col Deborah Ozer. The deadline for applying is 2 August. Students will be notified no later than 9 August if their application has been approved.

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## National TLC Virtual Course Offerings

National Headquarters offers regularly scheduled virtual TLC-Basic & TLC-Intermediate courses. Please continue to offer local TLC courses. National is just creating another way to expand the accessibility of TLC.



### TLC Basic Schedule

July 13 (Saturday)

### TLC Intermediate Schedule

Click [National Offered TLC Courses](#) to go to the webpage to access registration and additional information. All courses are available for registration through the [Registration Zone](#).

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## Aircrew Tool - WingX



We republish this article each year about the Hilton Software WingX app. To our newer members and those who are or will be aircrew members, the company offers a free subscription to all CAP members to their leading-edge mobile aviation app for Apple and Android – WingX. Our qualified CAP pilots have a free subscription to ForeFlight, an integrated flight tool they use on their devices for flight planning and in the airplane. Aircrew members who are not Form 5 pilots cannot access a free subscription to ForeFlight.

Wing X gives Mission Observers, Mission Scanners, and Airborne Photographers the ability to learn and use flight planning, weather conditions, terrain, airspeed, headings, and follow the map while you are flying. The app has VFR sectionals, IFR charts, weather, and many more features. The airplane travels on the moving map. You can zoom in on the screen to help compare what you view out the window. It helps to know where you are!

To get your free subscription, you need to provide Hilton Software with a copy or photo of your current CAP membership card. You can send the image to: [support@hiltonsoftware.com](mailto:support@hiltonsoftware.com) to request a subscription as a CAP member. Their main website is <https://www.hiltonsoftware2.com>.

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Please forward any questions you have about this newsletter and Education and Training to Lt Col Kathy Nicholas at [knicholas@ncwgcap.org](mailto:knicholas@ncwgcap.org)